

COURSE NUMBER: FHWA-NHI-420018 (3.5-Day)
FHWA-NHI-420018A (4.5-Day)
COURSE TITLE: Instructor Development Course



There are two versions of this course. The 3.5-day is geared to instructors who anticipate teaching from a complete set of training materials (instructor manuals, participant workbooks, and visual aids) developed by training professionals. For instructors who need to create their own courses or modify existing courses, the 4.5-day version of the course teaches you to develop instructionally sound learning OUTCOMES:, instructor manuals, visual aids, exercises, workshops, and assessments.

However, either version of the Instructor Development Course (IDC) will provide new and experienced instructors the knowledge and skills to deliver more effective training. NHI defines training as a “demonstration of acquired skills and knowledge of adult learning principles which necessitates that learning OUTCOMES: be developed and their attainment be measured.”

A skilled trainer, therefore, will emphasize the use of experiential learning techniques, such as problem solving analysis, discussion, question and answer sessions, group activities, demonstrations, role-plays, etc. In essence, these learning activities tap into the knowledge and skills that an adult learner brings to the classroom and have the goal of meeting both the learning OUTCOMES: and the participants’ expectations.

Pre-Class Assignment:

Training Sessions: You must come prepared to present a 15-minute training session at the beginning of the workshop. The topic for your session should be job related; it can either come from a course you have taught, will be teaching, or are developing. The 15 minutes typically translate to about 5 to 7 minutes of content with time for exercises, activities and/or questions, etc. Visual aids, such as overhead transparencies or handouts should be brought with you. Please bring your own laptop computer if you are planning to do a PowerPoint presentation.

A word of caution, not all training facilities are equipped with the appropriate technical support for a PowerPoint presentation (i.e., in-focus projector or support software) or have the equipment to reproduce overhead transparencies. For this reason, we encourage you to make use of other types of visual aids, such as flip charts, write-on transparencies, and handouts. These nontechnical methods will NOT diminish, but enhance the value of your presentation. Use a holistic approach in your training.

Readings: Read the Instructional Systems Design (ISD) material posed on the NHI Web site. To access the material go to www.nhi.fhwa.dot.gov and click on the “Download Center” button that appears in the menu along the left side of the Web page. When you arrive at the Download Center, select “Instructor Development Course” from the list of courses that appear there. You will find printable downloadable files (PDFs) of all required readings and any other materials related to this course.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Explain the five steps in the ISD system
- Write a behavioral learning outcome
- Present, measure, and review a learning outcome
- Demonstrate at least two forms of interactivity and positive interpersonal skills
- List five training techniques (e.g., Do not talk to the flip chart; do not stand in front of the projector; and do not stand in one place)
- Demonstrate how to reach the three styles of learning
- Deliver a 15-minute training session that demonstrates adult learning principles

TARGET AUDIENCE:

This course is intended for instructors who will be delivering interactive training to adult learners.

FEE: \$460 Per Participant

LENGTH: 3.5 Days (CEU: 2.1 Units)

FEE: \$750 Per Participant

LENGTH: 4.5 Days (CEU: 2.7 Units)

CLASS SIZE: Minimum: 10; Maximum: 20

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This course has different course length options. Visit the NHI Web site for information on each course length.